

Pratt MUNSON

COLLEGE OF ART AND DESIGN

Part A: Guidelines for Service Animals and Emotional Support Animals 2026 - 2027

STATEMENT OF POLICY

Pratt Munson College of Art and Design supports the use of Service Animals and Emotional Support Animals on campus by students with disabilities in appropriate circumstances and in accordance with this policy. Any questions about the use of Service Animals or Emotional Support Animals should be directed to the Student Life Director at (800) 755-8920 or studentlife@prattmunson.edu.

DEFINITIONS

- **Service Animal (SA)**
 - Defined under the Americans with Disabilities Act (ADA), is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Service Animals are working animals, not pets. The work or tasks the dog is trained to perform must be related to an individual's disability.
 - Service dogs are permitted in "No Pets Allowed" areas under state and federal civil rights laws
 - Please be sure to review all of the ADA Service Animal guidelines here: <https://www.ada.gov/resources/service-animals-2010-requirements/>
- **Campus-controlled spaces**
 - Any indoor space that is legally owned or leased by Pratt Munson which includes residence halls, studios and academic buildings, administrative buildings, and the Student Center (Student lounge, dining hall, gym)
- **Emotional Support Animal (ESA)**
 - An Emotional Support Animal (ESA) is defined as a companion animal that provides therapeutic benefit or an animal selected to play an integral part of a person's treatment process. An ESA is not a service animal and is prohibited from going into campus-controlled spaces with the exception of their owners/handler's residence hall room.
 - An ESA must demonstrate a good temperament and reliable, predictable behavior. An ESA must be prescribed to an individual with a diagnosis by a licensed medical professional that provides mental health services. Therefore, an ESA should have a long-standing relationship with the student and should be a well-established treatment.
 - ESAs are protected by the Fair Housing Amendments Act of 1988 which allows ESAs to take occupancy in general "no pets allowed" locations with

proof of the owner's disabilities and approval from the college as a reasonable accommodation.

- **Disability**
 - A person with a disability is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities.
- **Student Handler/Owner**
 - The individual that has a disability who needs their Service Animal or has requested an Emotional Support Animal and is responsible for them while residing within campus housing.
- **Public Areas**
 - Pratt Munson is a public campus. Due to this, the walkways, streets, and lawns have no strict access limitations.

Reasonable Accommodation Policy for Service Animal and ESAs

To be allowed to have either a service animal or ESA reside in campus housing, the student must first contact the Office of Student Life and complete the appropriate documentation requirements. Documentation includes, but may not be limited to:

- **Service Animal**
 - Look over the Service Animal and Emotional Support Animal Checklist and submit the forms required.
- **Emotional Support Animal**
 - Students must provide documentation from a licensed medical professional that provides mental health services (i.e., psychologist, psychiatrist, therapist, etc.) The Pratt Munson Mental Health Counselor cannot provide this letter.
 - Evidence of a disability and the medical diagnosis or DSM from a licensed medical care professional related to the use of an assistance animal includes :
 - The dates of treatment and the date at which the diagnosis was first made.
 - The symptoms for which treatment was needed.
 - Treatments other than the use of an assistance animal that have been used for symptom reduction.
 - The date in which the use of an ESA was prescribed.
 - Evidence of the connection between the diagnosis/symptoms and use of the ESA.
 - Evidence that the student will not be able to comfortably utilize their residence hall amenities and enjoy campus living or participate in services or programs on campus, in the absence of their ESA.
 - For **canine** specific ESAs, students must obtain a dog license that is required by the city of Utica, NY. Information on how to obtain this can be found here: <https://www.cityofutica.com/government/city-clerks-office/dog-licenses/> and https://www.cityofutica.com/Assets/Departments/City-Clerk/Forms/2024/Dog%20License%20Instructions_.pdf
 - A signed release for the health/mental health professional to speak to Pratt Munson's Mental Health Counselor.

- Approval of all suitemates. Each roommate/suitemate must fill out the ESA/Service Animal Suitemate Agreement form.
- Picture of the animal.
- Immunization records for the animal.
 - All animals are required to be vaccinated for rabies and treated for fleas and ticks.
 - Canine specific core vaccinations: Parvovirus, Distemper, and Adenovirus.
 - Feline specific core vaccinations: Feline distemper (Panleukopenia), Feline Herpesvirus, and Calicivirus.
- Veterinarian examination within one year of the animal residing on campus.

In addition to this form, all of the above documentation is due to the Student Life Director:

Returning Students:

- Room accommodation materials must be in by April 1st, 2026
- Documentation required to have an ESA must be in by April 1st, 2026

Incoming Students: July 1, 2026

Requirements of Student Owners/Handlers of Service Animals and Emotional Support Animals

Once a student has been approved by the Office of Student Life to qualify to have a Service Animal or an ESA in Pratt Munson campus housing, the following additional requirements must be met:

- The student must register the approved animal with the Office of Student Life by providing all necessary documentation annually.
- The student is responsible for ensuring all veterinarian recommended vaccinations are completed and documented. Proof of vaccination is required before moving the animal into the residence hall. Pratt Munson reserves the right to request an updated verification at any time during the animal's residency.
- The student must notify the Office of Student Life in writing if the animal is no longer needed or is no longer in residence. To replace one animal with a different animal, the student must file a new request complete with the ESA application and documentation for the new animal.
- Students are responsible for complying with all state laws and local animal ordinances.
- The student must be in full control of the animal at all times.
- The student must take responsibility for the behavior of their animal in private and public spaces.
- The student is responsible for properly containing and disposing of all animal waste in appropriate outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked out of the space.
- Animals must be well groomed and owners/handlers are required to clean up after them.

- Animals must not be left unattended overnight at any time. If the student is away, they must take the animal or make off-campus accommodations for the animal.
- If fleas, ticks, or other pests are detected during monthly Health and Fire Safety inspections, the residence will be treated using approved fumigation methods by a college-approved pest control service. The student will be billed for the expense of any pest treatment. If the problem reoccurs, the student's SA/ESA contract may be terminated.
- The student must abide by all other Pratt Munson and Residence Life policies.
- Residence Life has the authority to relocate a student and the animal as necessary per current contractual agreements.
- In response to particular situations, Pratt Munson reserves the right to impose other reasonable conditions or restrictions on the use of SAs and ESAs, as necessary, to ensure the health, safety, and reasonable enjoyment of campus programs and activities by others.
- Canine Specific SAs and ESAs: Must wear a collar or harness and be attached to a leash at all times outside of the handler/owners residence hall room when going out for walks, for play, fire alarms, going to the bathroom, etc.

Terms of Service or Emotional Support Animal Removal

Pratt Munson reserves the right to enforce all relevant rules for the use of SAs and ESAs, the Residence Hall License and applicable state and federal laws. Pratt Munson also reserves the right to revoke permission granted for the campus presence of any SA or ESA if the following occurs:

- The student endangers, mistreats, or does not properly tend to the needs of their animal.
- The student does not take the required measures to control nuisance behaviors their animal may exhibit (i.e., excessive barking, meowing, crying, whining) that can cause an unmanageable disturbance or interference with the residence hall and campus community.
- The animal is not house-broken.
- The animal poses a direct threat to the health and safety of faculty, staff, and students or causes significant property damage to the property of others and campus amenities.

Financial Responsibilities

The student is financially responsible for the actions of the animal involving bodily injury, property damage, and/or excessive cleaning.

Any violation of the above rules may result in immediate removal of the SA or ESA from Pratt Munson's campus housing. If this occurs, the student has a right to appeal the decision through the Student Life Director. By my signature below, I verify that I have read and agree to abide by all the guidelines outlined above.

Student Signature

Date

Pratt Munson Mental Health Counselor Recommendation:
For Student Life Use Only

Mental Health Counselor

Date

Approved (please circle): YES NO

Student Life Director

Date

Service Animal and Emotional Support Animal Checklist

- ☐ Housing Accommodation Application
- ☐ Read and sign Part A: Guidelines for Service Animal and Emotional Support Animals 2026-2027
- ☐ Fill out and complete Part B: Emotional Support Animal (ESA) Request Application
- ☐ Have your licensed medical care provider complete Part C: Medical Care Provider Request for Information form. **This cannot be completed by Pratt Munson's Mental Health Counselor.**
- ☐ Have your Veterinarian complete Part D: Service Animal and Emotional Support Animal (ESA) Veterinarian Verification Form
- ☐ Complete Part E: The Animal Registration Form
- ☐ Applicable for canines only: A copy of your dog license through Utica, NY (please refer to the links previously provided)
- ☐ Provide a copy of your animal's most recent vaccination records. The records must be less than a year old
- ☐ If you have a Service Animal, please see the Service Animal Form
- ☐ Service Animal and ESA Roommate Agreement Form
 - ☐ For sophomore students, you will be required to provide this no later than May 1st
 - ☐ For first year students the Office of Residence Life will reach out to your roommates/ suitemates to get signature(s)
- ☐ All forms must be submitted together to the Office of Student Life or at this email address: studentlife@prattmunson.edu

Part B: Emotional Support Animal (ESA) Request Form

Student's Name: _____ Date: _____

Pratt Email Address: _____

Student's Cell Phone Number: _____

Name of Proposed ESA: _____ Type of Animal: _____

Age of Animal: _____

How long have you had the animal? _____

Disability Information

What is your disability and how are you substantially limited by it?

Describe any treatment you have received for your disability? Do you require ongoing treatment?

How long have you been experiencing these challenges?

Information about ESA

Describe how having an ESA will help you with obtaining equal access to Pratt Munson housing.

What evidence is there that an ESA has helped you in the past or currently?

Importance of ESA on Your Well-Being

What are the responsibilities of properly caring for an animal while you are enrolled at Pratt Munson over a semester while residing in campus housing?

Explain how those responsibilities might impact your symptoms.

Student's Signature: _____ Date: _____

Please submit this form along with all of your other required documents to the Office of Student Life or to studentlife@prattmunson.edu

Part C: Medical Care Provider Request for Information Form

This form is for your licensed medical professional that provides mental health services to fill out. Students are asked to sign at the bottom of this section on page 11.

Student's Name: _____ **Date:** _____

Emotional Support Animal (ESA) Information

Name: _____

Type of animal: _____

Age of animal: _____

The student listed above has indicated that you are a licensed health care provider who has suggested that having an Emotional Support Animal (ESA) in their residence hall room assignment would have therapeutic benefits in alleviating one or more of the identified symptoms or effects of the students disability.

Please answer the following questions for further evaluation of the student's ESA accommodation request.

Information About the Student's Disability

The Americans with Disabilities Act (ADA) defines a person with a disability as “.. a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. What is the nature of the students mental health impairment and how are they substantially limited?

Does the student require ongoing treatment?

When did you first meet with the student regarding this mental health diagnosis? Please provide the date: _____

When did you last interact with the student regarding this mental health diagnosis outside of filling out this form? Please provide the date including the year:

Information About the ESA

Is the animal named here one that you specifically recommended as part of treatment for the student, or is it a pet that you believe will have a beneficial effect for the student while occupying on-campus housing?

What specific symptoms will be reduced by having the ESA, and how will those symptoms be mitigated by the presence of the ESA?

What evidence is there that an ESA has helped this student in the past or currently?

Importance of ESA to Student's Well-Being

In your opinion , how important is it for the student's well-being that the ESA be in on-campus housing? What consequences, in terms of disability symptomatology may result if the accommodation is not approved?

Is the student able to be responsible for all of the care necessary for the animals well-being while residing in on-campus housing?

Thank you for taking the time to complete this form. In the case of needing additional information, Pratt Munson's Mental Health Counselor may reach out at a later date. The named student has signed this form (below) indicating written permission to share additional information with Pratt Munson's Office of Student Life in support of the request.

Please provide contact information, sign and date this form (below), and return it to studentlife@prattmunson.edu

Provider Contact Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____

FAX and/or Email address: _____

Provider Signature: _____ Date: _____

Type of License: _____

License #: _____

Student | **Please sign this form before providing it to your licensed medical health provider to complete.** By signing below, I consent to allowing my health care provider to share any information relevant to my need for an ESA as an accommodation.

Signature: _____ Date: _____

Please submit this form along with all of your other required documents to the Office of Student Life or to studentlife@prattmunson.edu

**Part D: Service Animal and Emotional Support Animal (ESA) Veterinarian
Verification Form**

Please submit a veterinarian's verification that the animal listed below has all veterinarian-recommended vaccinations and has been subjected to all other reasonable and necessary animal care measures to maintain the animals health and prevent contagious disease, as required by local ordinances and regulations.

The section directly below should be filled out by the student making the request for an ESA:

Student's Name: _____

Student's Cell Phone Number: _____

Animal's Name: _____

Animal's species: _____

The section directly below should be filled out by the veterinarian that evaluated the above named animal (no more than one year ago).

I verify that the above named animal has been given a stool sample test for internal parasites and the stool sample was found to be negative for zoonotic parasites and diseases such as roundworms, whipworms, hookworms, tapeworms, rabies, distemper etc.; or that the animal has been appropriately treated for these parasites and diseases.

I verify the above named animal has been treated and/or examined and found to be free of fleas and ticks.

I verify the above animal is in good general health.

Please attach a copy of applicable test/examination results and vaccination records

Veterinarian's Name (Please Print): _____

Veterinarian's Signature: _____

Date: _____

Please submit this form along with all of your other required documents to the Office of Student Life or to studentlife@prattmunson.edu

Part E: The Animal Registration Form

Pratt Munson's Office of Student Life may consider the following factors in determining whether the presence of the animal in on-campus housing will be approved, denied, or terminated based on the following:

- The size of the animal depending on housing placement (will be further discussed with student)
- The animal's presence forcing another student out of housing (e.g. severe allergies, fears)
- The animal's presence disrupts other students from quiet and enjoyment
- The animal is not housebroken or is unable to live with others in a reasonable manner
- The animal's vaccinations are not up to date
- The animal poses a direct threat to the individual or others such as aggressive behavior and other guidelines mentioned in Part A

Student Name: _____ Student ID#: _____

Student Cell Phone #: _____

Did you read the above information completely? Yes ☐ No ☐

Animal's Name: _____

Animal's Species (ex. dog,cat): _____

Animal's Breed (Golden doodle): _____ Animal's Sex: _____

Animal's Color: _____ Animal's Weight: _____ Animal's Age: _____

Is there anything else about your animal that would be helpful to know? (ex.my animal will run out as soon as my room door opens)

Please attach a recent photo of your Emotional Support Animal

Please submit this form along with all of your other required documents to the Office of Student Life or to studentlife@prattmunson.edu

ESA/Service Animal Suitemate Agreement

You have been asked to live in a suite with an emotional support or service animal for the Fall 2026 - Spring 2027 academic year. Please note the guidelines below so that you are aware of what is expected of you when living with an emotional support or service animal.

Please note that you are agreeing to the following:

- You are still required to complete all of the requirements of receiving a housing assignment on campus (i.e. housing deposit, educational modules) by the posted deadlines.
- You are not allergic to the animal you are being asked to live with.
- You must agree to living with an animal for the duration of your assignment. However, if there are issues with the animal or the animal's care (please refer to the application for Service/Emotional Support Animals for the owner's responsibilities), you must immediately report them to a member of the Student Life Staff.
- The animal should remain in the owner's room, and if the owner is leaving the suite, the owner should shut the bedroom door for the animal. The owner is responsible for taking the animal with them or finding animal boarding outside of campus if the owner is leaving overnight or longer. You are never responsible for the animal.
- As a Pratt Munson student, you must abide by all of the policies in the Student Handbook, as well as the policies listed in the Residence Hall License.
- The Office of Residence Office reserves the right of final assignment based on current enrollment needs. The Office retains the right to consolidate housing assignments as needed and make adjustments to final housing placements before or during the academic year.

If you agree to comply with all of these items, please sign and date below.

Print Name

Sign Name

Date

Name of Student with the Animal

Pratt MUNSON

COLLEGE OF ART AND DESIGN

Service Animal Form

Service Animal (SA)

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- Service dogs are permitted in "No Pets Allowed" areas under state and federal civil rights laws.
- Please be sure to review all of the ADA Service Animal guidelines here:
<https://www.ada.gov/resources/service-animals-2010-requirements/>

First Name

Last Name

Pratt Email Address

Have you registered your disability with the Office of Student Life? Yes ☐ No ☐

If not, please make sure to register with the Office of Student Life with this link:

Is the dog a service animal required because of a disability ? Yes ☐ No ☐

What work or task is the dog trained to perform?
